Orleans Primary School

Governors Allowance Policy

Governor's Committee Responsible	Full Governing Body
Status	Statutory
Review Cycle	3 yearly
Date written/last review	September 2026
Date of next review	September 2029

GOVERNORS ALLOWANCE POLICY

Purpose

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors in respect of expenditure necessarily incurred for the purpose of enabling Governors to carry out their duties.

Orleans Primary Governing Body believes that Governors play a key role in the success of the school. We believe that paying Governors' allowances is important in ensuring equality of opportunity to serve as Governors for all members of the community. Paying Governors' allowances ensures that every Governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a Governor. Therefore the Governing Body believes that paying Governors' allowances is an appropriate use of school funds and has formally agreed the following policy.

Key Features of the Policy

1. Allowances may only be claimed by governors for legitimate expenditure directly incurred in their role as a Governor of this school.

2. Governors cannot claim an allowance for attendance at meetings.

3. Governors cannot claim expenses for loss of earnings.

4. Governors may be reimbursed for expenses incurred whilst preparing for and attending Governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. The categories under which expenses may be claimed are:
    - Cost of childcare or babysitting (excluding payments to a current/former spouse or partner, children or parents)
    - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner, children or parents)
    - Support for Governors with special educational needs
    - Support for Governors whose first language is not English
    - The cost of travel relating to attendance at meetings or courses outside the London Borough of Richmond upon Thames
    - Photocopying, stationery and postage

5. Existing Governors (and new Governors at their first meeting) should be given a copy of this policy.

6. The Governor should seek the permission of the Executive Headteacher before incurring the expense. The Chair of Governors will act as a further check that the allowances

claimed is reasonable.

7. If approved, the Governor should submit a claim, attaching receipts where possible to the School Business Manager within two weeks of the date when the allowances were incurred.

Relationship to Other Policies

This is referenced to the school's Equality Policy.

Arrangements for Monitoring and Evaluation

The Governing Body will monitor and evaluate the impact of the policy annually with reference to the attendance record of Governors at meetings and to the total sum paid out.